

## **COVID-19 ACTION PLAN**

### ***PROVIDING SERVICES TO THE PUBLIC SAFELY***

#### **ASSESSOR**

Any assessment or exemption questions can be answered Monday- Friday from 8:00 a.m. to 5:00 p.m. by calling 618-825-2502 or emailing questions to [assessor@co.st-clair.il.us](mailto:assessor@co.st-clair.il.us)

All homestead exemption applications that we process are available on the Assessor's Department page of the St. Clair County Website under the Documents and Forms section (left side of the page). Completed applications and supporting documentation can be mailed to the address listed on the application or scanned and emailed to [assessor@co.st-clair.il.us](mailto:assessor@co.st-clair.il.us).

#### **AUDITOR**

The Auditor's Office will continue to be staffed from 8:30 a.m. to 5:00 p.m. Monday through Friday. If you need assistance during this time you may contact us either by phone at (618) 825-2269 or email [auditor@co.st-clair.il.us](mailto:auditor@co.st-clair.il.us)

#### **BOARD OF REVIEW**

The Office hours will remain 8:30 a.m. to 5:00 p.m. for phone and e-mailed questions and concerns. Our office number is (618) 825-2489 and main e-mail address is [andrea.johnson@co.st-clair.il.us](mailto:andrea.johnson@co.st-clair.il.us). Please call (618) 825-2489 or e-mail [andrea.johnson@co.st-clair.il.us](mailto:andrea.johnson@co.st-clair.il.us) if you desire to contact a Board Member and the message will be forwarded to the member.

Applications for 2020 tax assessment protest hearings have not yet been made available, and the PTAB deadline for 2019 assessment protests was March 5, 2019.

#### **BUILDING & ZONING/MAPPING & PLATTING**

##### **Building & Zoning**

No Occupancy Inspections will be scheduled until further notice. Please call (618) 825-2532 or (618) 825-2644 to be put on waiting list. Tenants may move into their residence without an Occupancy Inspection but the landlord/property owner must call to be put on the inspection list.

No New Construction Inspections will be scheduled. Continue with your construction and document with pictures as you continue your project.

To schedule Emergency Electrical Inspections, please call (618) 825-2532 or (618) 825-2644.

Questions concerning Zoning or Flood Zone issues should be directed to (618) 825-2530.

### Mapping and Platting

For Mapping and Platting concerns/questions please email [brean.winterbauer@co.st-clair.il.us](mailto:brean.winterbauer@co.st-clair.il.us)

Visit our website [www.co.st-clair.il.us](http://www.co.st-clair.il.us) for zoning maps, parcel inquiry, parcel map viewer, complaints and permit information.

### CIRCUIT CLERK

**Pleas of Guilty and Electronic Payments:** Pleas of guilty (on cases that do not require a court appearance) and electronic payments on outstanding fines and fees may be made through the Circuit Clerk's website at [www.circuitclerk.co.st-clair.il.us](http://www.circuitclerk.co.st-clair.il.us). Mail-in payments are still accepted at P.O. Box 691, Belleville, IL 62222.

**eFiling:** Pursuant to Illinois Supreme Court Rule 9, eFiling is required on all civil case types for Attorneys and Self Represented Litigants. The direct link to the eFileIL portal is <https://illinois.tylerhost.net/ofswweb>. The Illinois Supreme Court has provided outstanding resources to assist in the eFiling process. The E-Filing Guide for Self Represented Litigants can be found at <http://www.circuitclerk.co.st-clair.il.us/courts/Documents/efileRequirements.pdf>.

**Court Record Search:** The Circuit Clerk's website may be used to access all (civil and criminal) court dates. As court cases are continued and the Court resets the matters, please check our website.

**Forms:** The Circuit Clerk's website provides many frequently used court forms. The forms are in pdf format, fillable and available for download to your computer.

Court patrons may contact the Circuit Clerk's Office at 618-825-2334. Hours of operation will remain Monday-Friday 8:00 a.m.- 4:30 p.m. with the exception of holidays.

### CORONER

The Coroner's Office can be reached 24 hours a day by contacting Office Manager Tina Sambo or Evidence Custodian Deputy Coroner Dennis Nichols at (618) 233-4442. Any personal property of deceased victims can be picked up at the Coroner's Office by making an appointment with Evidence Custodian Deputy Coroner Dennis Nichols at (618) 233-4442.

### COUNTY BOARD

Any general County inquiries can be sent to [countyadministration@co.st-clair.il.us](mailto:countyadministration@co.st-clair.il.us) or Monday through Friday call (618) 825-2203 from 8:30 a.m. to 5 p.m.

## **COUNTY CLERK**

**The County Clerk's Office will be offering services via phone and email during the Shelter In Place Order. Modified service hours will be: Monday – Friday 10:00 AM through 2:00 PM.**

### **Delinquent Property Tax Redemptions**

Mail tax payments to:

St. Clair County Clerk – 10 Public Sq. – Belleville, IL 62220 Acceptable

forms of payment are:

Cashier's Check, Certified Funds, or Money Orders. Please include the parcel number(s) or address.

### **Vital Records – Certified Copies**

Records can be requested online at Vitalchek.com through a link on our website, or by calling their toll free number 888-290-6363. Records can also be requested by mail. Requests by mail requirements can be found on the St. Clair County Clerk website [www.countyclerk.co.st-clair.il.us](http://www.countyclerk.co.st-clair.il.us).

### **Marriage License Application**

Couples wishing to apply for a Marriage License can do so by appointment only. Please call (618) 825-2708 or email [countyclerk@co.st-clair.il.us](mailto:countyclerk@co.st-clair.il.us)

## **UNTIL FURTHER NOTICE, MARRIAGES WILL NOT BE PERFORMED AT THE COURTHOUSE**

**We will continue to register new birth and death certificates through the Illinois Vital Record System.**

If you need to register to vote or change your address on your voters registration, you can go to the Illinois State Board of Election website at [www.elections.il.gov/](http://www.elections.il.gov/) and click on the "Online Voter Registration" tab.

You can email any questions concerning elections to [elections@co.st-clair.il.us](mailto:elections@co.st-clair.il.us) or call (618)825-2366.

For all other services or questions, please visit our website at [www.countyclerk.co.st-clair.il.us](http://www.countyclerk.co.st-clair.il.us). Questions may be emailed to [countyclerk@co.st-clair.il.us](mailto:countyclerk@co.st-clair.il.us) or call (618)825-2708.

## **COURTS**

As it performs essential functions, the St. Clair County Courts remain open. Thus, even though the St. Clair County Building is closing to the general public, essential Court matters and proceedings shall continue to be heard by the St. Clair County, Illinois Courts. If feasible, and subject to Constitutional limitations, the Court encourages the use of remote means such as telephone, video or other electronic communication to conduct emergent matters and procedures before the Court.

All non-essential Court matters are hereby continued.

The Court will be open on a limited basis for criminal felony, domestic violence, non-status DUI matters and emergent juvenile issues only.

Please refer questions to (618) 825-2537.

## **HEALTH DEPARTMENT**

Open Regular hours – Monday-Friday 8:00 a.m. to 4:00 p.m. – **By Appointment ONLY**

**For services please call:**

**Main 618-233-7703** (Including COVID-19 calls)

WIC/Immunes 618-233-6170

HIV Care Connection 618-825-4501

Environmental Division: 618-233-7769

Website: <http://www.health.co.st-clair.il.us/Pages/default.aspx>

Facebook: @SCC.HealthDepartment monitor for updates and announcements

Twitter: @stclairhealth monitor for updates and announcements

## **HUMAN RESOURCES**

There will be no walk-in appointments. Please email HR-related questions to [f.bergman@co.st-clair.il.us](mailto:f.bergman@co.st-clair.il.us), [lisa.pawloski@co.st-clair.il.us](mailto:lisa.pawloski@co.st-clair.il.us) or [barbara.shaffer@co.st-clair.il.us](mailto:barbara.shaffer@co.st-clair.il.us) or call 618-825-2255, 618-825-2258, 618-825-2253 or 618-825-2256. Please leave a message and you will receive a response promptly.

For career opportunities please visit <http://www.co.st-clair.il.us> and click on the CAREERS tab.

## **INTERGOVERNMENTAL GRANTS DEPARTMENT/ECONOMIC DEVELOPMENT**

Due to the closure of the Illinois Department of Commerce and Economic Opportunity, all CSBG, LIHEAP and Weatherization application processing has been suspended. Office hours remain 8:30 a.m.- 5:00 p.m. Information can be accessed by telephone: general service and administration please call 618.825.3200, LIHEAP 618.257.9246. Ameren Illinois has stated all disconnects have been suspended. Please continue to make utility payments. Information concerning economic development can be accessed by calling (618) 825-3203.

## **PROBATION**

The Probation Office and all court services remain open during normal business hours, 7 a.m. to 5 p.m. and is fully operational.

All individuals on Probation are encouraged to contact their Probation Officer by phone at (618) 277-5690 prior to reporting.

Groups held at the Probation Office have been suspended until further notice.

All Individuals on Probation should report if they are not contacted by Probation to reschedule or given further instructions.

## **PUBLIC BUILDING COMMISSION**

Hours of operation Monday thru Friday will be 8:00 a.m. to 4:30 p.m.

General building or parking questions should be directed to (618) 825 -2212 between 8:00 a.m. and 4:30 p.m.

### **PUBLIC DEFENDER**

The judicial docket is being followed as scheduled.

Out-of-custody clients are being continued and rescheduled into May.

In-custody clients and time sensitive matters will be addressed daily including bond, petitions to revoke probation, and preliminary hearings.

Office staff can be reached by calling (618) 825-2621

### **RECORDER OF DEEDS**

**If you need a copy of your recorded documents (deed, mortgage, release, etc.)**

Please call 618-825-2481, 618-825-2482, 618-825-2484 or email [recorder@co.st-clair.il.us](mailto:recorder@co.st-clair.il.us)

Copies of recorded documents can be emailed to you or mailed to you at no cost to you.

**If you need to record a document:**

Please call 618-825-2481, 618-825-2482, 618-825-2484 or email [recorder@co.st-clair.il.us](mailto:recorder@co.st-clair.il.us)

A staff member will review the document with you and discuss recording options that best meets your needs.

**Para asistencia en español por favor envíe un correo electrónico: [karina.santos@co.st-clair.il.us](mailto:karina.santos@co.st-clair.il.us)**

**To our business customers:**

All indexes and most images are available online 1986-present. More info can be found at:

<http://www.co.st-clair.il.us/departments/recorder/Pages/remoteAccess.aspx>

You are also welcome to search in office by appointment:

To schedule an appointment please email: [recorder@co.st-clair.il.us](mailto:recorder@co.st-clair.il.us) or call 618-825-2479

We have a wide range of options available for recording your documents. Please call 618-825-2479 for more information.

### **STATE'S ATTORNEY**

The office may be reached at (618) 825-2412. Defendants or their families may contact either their retained attorneys or their court-appointed attorneys at their office numbers. Individuals needing to contact law enforcement may reach the non-emergency numbers for the various agencies within St. Clair County. In the event of emergency, individuals should call 911.

## **TREASURER**

Mobile Home Tax Payments: The due date for mobile home tax bills is June 5. Please mail your payment to St. Clair County Collector, 10 Public Sq., Belleville, IL 62220-1623. Citizens can visit [www.scctreasurer.com](http://www.scctreasurer.com) to view their tax amounts and payment status.

Mobile Home Tax Certification: To secure a Mobile Home Tax Certification call (618) 825-2707, to schedule an appointment and discuss available options. Citizens are reminded that all Secretary of State's locations are closed through March 31st.

Previous Year Real Estate Tax Payments: To secure a receipt of a previous property tax payment visit [www.scctreasurer.com](http://www.scctreasurer.com) to print copies.

If you have questions, please email [treasurer@co.st-clair.il.us](mailto:treasurer@co.st-clair.il.us) or call (618) 825-2707.

## **VETERANS**

For any questions concerning available services contact (618) 277-0040. No walk-in appointments will be accepted.

**Les informamos que la corte de el condado de St. Clair County cerara sus puertas al público a partir del 20 de Marzo 2020 para reducir la propagación de COVID-19. Por favor, visite las páginas de agencias específicas para más información acerca de las horas de oficina e información de contacto. Servicios seguirán estando disponible en línea, y el personal seguirán estando disponibles por teléfono o correo electrónico. Si necesita asistencia en Español, habra alguien disponible por teléfono que lo pueda ayudar. Gracias**